



Requisition

- CORE TASK: Create a Requisition
- Change a Requisition:
 - > Add Line Items
 - > Edit Line Items
 - > Delete Line Items
- Edit / Resubmit a Disapproved Requisition
- Review My Requisitions In Approval
- Create a New Requisition from an Existing PO/Award



Solicitation

- CORE TASK: Create a Solicitation
- Create a Direct eRFX Solicitation
- Create a Classic Solicitation:
 - > RFB
 - > RFP
 - > RFI
- Create a Targeted Vendor List (TVL)
- Review my Solicitations in Approval
- Edit / Resubmit a Disapproved Solicitation
- Create a New Solicitation from an Existing PO/Award



On Internet

- Amend a Solicitation
- Remove a Solicitation:
 - > Re-Bid
 - > Close for Immediate Award
 - > Cancel
- Create an Abstract Manual Entry



Award

- CORE TASK: Create an Award (Lump Sum)
- Create a Line Item Award to Multiple Vendors
- Award a Single Line Item to Multiple Vendors (Split-Award a Contract)
- Create a Direct PO
- Create an Award for a Classic RFB, RFP
- Create an Award from an Alternate Proposal
- Create an Intent to Award
- Edit a PO Prior to Release
- View / Modify POs Waiting in Auto Release
- View my POs in Approval
- Edit My POs in Approval
- Edit / Resubmit a Disapproved PO
- Cancel a Disapproved PO



Manage Awards

- Modify an Award:
 - > Cancel a PO back to Awaiting Award
 - > Cancel a PO back to a Solicitation On Hold
 - > Cancel a PO back to a Requisition In Work
 - > Delete a PO
- Edit a PO After Release
- Create a Change Order, or Contract Renewal / Extension / Modification
- Review / Renew Expiring Contracts